

JACKSON STATE COMMUNITY COLLEGE
PART-TIME PAYROLL TIME SHEET

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Department _____	Banner ID # _____	Employee Name _____
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**PAY PERIOD RUNS FROM THE 16TH OF THE PREVIOUS MONTH
TO THE 15TH OF THE CURRENT MONTH**

Month (Circle one)	JAN	FEB	MAR	APR	MAY	JUN
	JUL	AUG	SEPT	OCT	NOV	DEC

Date	Daily Hours Worked
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
1/2 Month Total Hours _____	

Month (Circle one)	JAN	FEB	MAR	APR	MAY	JUN
	JUL	AUG	SEPT	OCT	NOV	DEC

Date	Daily Hours Worked
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
1/2 Month Total Hours _____	

Grand Total of Hours Worked for the Pay Period

.1 Hour = 1 - 6 Minutes
.2 Hour = 7 - 12 Minutes
.3 Hour = 13 - 18 Minutes
.4 Hour = 19 - 24 Minutes
.5 Hour = 25 - 30 Minutes

.6 Hour = 31 - 36 Minutes
.7 Hour = 37 - 42 Minutes
.8 Hour = 43 - 48 Minutes
.9 Hour = 49 - 54 Minutes
1.0 Hour = 55 - 60 Minutes

TIME SHEET DUE IN PAYROLL OFFICE BY THE 18TH OF THE CURRENT MONTH.

Employee Signature

Supervisor Signature